

Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen.
Store operating funds and tip funds must be secured at all times.

Till Drop Procedure (Cash Controller):

1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
4. Secure till drop bag in inner compartment of safe, behind door 2.

Final Use Till Count Procedure (Cash Controller):

1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
5. Secure till with verified opening fund in POS drawer or safe.

Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.
Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.
2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

Deposit Log (Cash Controller):

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

Deposit Prep Section Procedure:

1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
2. Record deposit \$, deposit bag # and completion time.
3. **Deposit Witness** records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

Deposit to Bank Section Procedure:

1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
2. **Banking Witness** records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
3. Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week.

1. Follow steps 1-4 of Final Use Till Count.
2. Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
3. Secure till with verified opening fund in POS drawer or safe.
4. Ensure over/short is recorded after deposit is prepared on following day.

Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
2. F1 – to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
2. Record date on tip drop bag.
3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
4. Secure tip drop bag in inner compartment of safe, behind door 2.
5. Witness records their initials and time after verifying the tips have been secured in the safe.

Tip Drop Removal Procedure

1. Remove tip drop bags from inner compartment of safe (cash controller).
2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
3. Record CC initials as **Witness** and time.
4. Transfer tip drop bags to partner processing tips.
5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

Accountability and Duty to Report

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792.



CONFIDENTIAL

STAR MARSHALL0001033

Cash Management Log

STORE COMMUNICATIONS

DAY - Mon

DATE - 23

(-6.58) multiple

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Dathan	59442105	SN	1239P
David Terz	594424	SA	2039P

REGISTER 2 TOP

THE PROLOGUE

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Karen	54442129	EIA	2115P
Andrea	54442131	AC	77M

REGISTER 3 TOP

TILLER LOG

REGISTER 4 TOP

THE PROJECT

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Troy	5944219	(H)	7700

REGISTER 2 BOTTOM

THE DROPOLOGY

REGISTER 3 BOTTOM

TILL PROBLÖS

REGISTERED EDITION

TILL DROP LOG

CHASE

CHASE

CHASE

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My Transaction Summary

Transaction #220
Account Number Ending In: 0515
Checking Deposit \$394.08

Cash Amount \$394.08

Further review may result in delayed availability of this deposit.

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
12/13/2010 15:08

Business Date 12/13/2010
Session #104

Thank you - Williema
Cashbox #06

Restrictions and limitations apply
JPMorgan Chase Bank, N.A. Member FDIC.

INTRODUCING
CHASE EXCLUSIVESSM

**BETTER
RATES**
**MORE
REWARDS**
**BIGGER
DISCOUNTS**

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**BETTER
RATES**
**MORE
REWARDS**
BIGGER

TranSource®

12/13/10

DATE		CURRENCY	DOLLARS	CENTS
		394	08	
		COIN		
		CHECKS <small>LIST EACH SEPARATELY</small>		
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DEPOSIT PREPARED BY				
BY <i>[Signature]</i>				
DEPOSIT VERIFIED BY				
BY <i>[Signature]</i>				
PRINT NAME				
<i>Serenity</i>				
DEPOSIT BAG #				
<i>NIA</i>				
TOTAL 394 08				
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED				
TO REORDER CALL 1-888-740- AND REFER TO ORDER #ZSFSF983 <small>REPLACEMENT FEE APPLICABLE FOR IMMEDIATE REORDER</small>				
TOTAL ITEMS 1				
DEPOSIT TICKET				

394 08

11649 1560201021 7771705150

Cash Management Log

STORE COMMUNICATIONS

DAY - Tues

DATE - 12/14

+ 1.92

REGISTER 1 TOP

TILL DROP LOG

REGISTER 1 BOTTOM

TILL DEBBLÖG

REGISTER 2 TOP

THE BORGES

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
594442111 yer	Bathan 594442113	SH	11am 4pm
Seth	59444013	(H)	6pm

REGISTER 2 BOTTOM

卷之三

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Karen	5944283	BL	4PM
Tasha		AK	4PM
Sean	5944243	AV	5PM

REGISTER 3 TOP

— 1 —

REGISTER 3 BOTTOM

—
—
—

REGISTRATION

卷之三

REGISTER4BROWNSMITH.COM

[View all reviews](#)

127603068

STARBUCKS COFFEE COMPANY DEPOSIT RECEIVED GRAND TOTAL: \$3146.16
DO NOT DISCARD UPON REMOVAL
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.
DATE: 12/14/10

CHASE CHASE CHASE CHASE

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customers! Take advantage of exclusive
offers on many Chase products. To learn
more visit chase.com/exclusives
or talk to a banker today!

My Transaction Summary

Transaction #34
Account Number Ending In: 0515
Checking Deposit \$3,146.76

Cash Amount \$3,146.76

Further review may result in delayed
availability of this deposit

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
12/14/2010 15:53

Business Date 12/14/2010
Session #15

Thank you - CANDIS
Cashbox #05

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

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CHASE CHECKING CUSTOMER.
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**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A
CHASE CHECKING CUSTOMER.
TALK TO A BANKER TODAY OR
VISIT CHASE.COM/EXCLUSIVES

DEPOSIT TICKET		DEPOSIT TICKET	
TO REORDER CALL 1-381-264-545 AND REFERENCE ORDER #Z65F9383		DATE 12/14/10	
 TOTAL ITEMS PLEASE BE SURE ALL ITEMS ARE PROPERTY ENDSHERE 16		3146 3146 1603068 DEPOSIT BAG PRINT NAME SWENI HIGASHI DEPOST VERIFIED  BY DEPOSIT PREPARED 16	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 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528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 10010 10011 10012 10013 10014 10015 10016 10017 10018 10019 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STAR MARSHALL0001042

12/14/10

DEPOSIT TICKET		
	DOLLARS	CENTS
	CURRENCY	1346
COIN	1	76
CHECKS LIST EACH SEPARATELY		
1		
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20		
DEPOSIT PREPARED BY <i>[Signature]</i>		
DEPOSIT VERIFIED BY <i>[Signature]</i>		
PRINT NAME <i>Savanty Marshall</i>		
DEPOSIT BAG # 122603068		
TOTAL	3146	76
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.		
ITEMS	TOTAL	TO REORDER U.S. 1-888-750-4545 AND REFERENCE ORDER #265K933
<small>ITEMS AND OTHER ITEMS ARE DEPOSITED IN THIS BAG FROM THE PREVIOUS FOLIO NUMBER AS PER COMMERCIAL CODE OR APPLICABLE DEPARTMENT REGULATIONS AS PER CONTRACT WHEN AVAILABLE FOR MANDATORY</small>		
DEPOSIT TICKET		

12/14/10 3146.76 122603068 265K933

Cash Management LogDAY- Tues DATE - 12/14/10**SAFE COUNT**

ME SAFE COUNT	OPEN: <u>8:00</u>		MID 1:		MID 2:		MID 3:		CLOSE: <u>8:15 AM</u>	
	START	END	START	END	START	END	START	END	START	END
TIME	6:10a	1pm							130	130
10.01	25	25							25	24
10.05	6	6							6	0
10.10	25	25							25	0
10.25	240	240							240	150
11.00	194	144							144	68
12.00	Q	Q							0	0
\$5.00	50	60							610	260
\$10.00	180	10							10	110
\$20.00	320	740							740	1220
OTHER \$'s	Q	Q							0	0
Total Change Fund	1800	1800							1800	1801
# Tills/Total \$	3220	11182							active	11220
# Till Drops	10	1							13	110
Cust. Recov. Cert.	7	7							21	7
P-Card	(Y/N)	(Y/N)	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	(Y/N)	(Y/N)
# Tip Bags	10	2							26	10
Comments:	1+10 + #5									

Report Store Operating Funds

Signature: _____ \$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller		Taken By Cash Controller:	<u>SH</u>
Preparing Deposit:	<u>SH</u>	Date to Bank:	<u>12/14</u>
Start Time:	<u>12:30p</u>	Time to Bank:	<u>3:30p</u>
Deposit Bag #:	<u>127603068</u>	Deposit Bag #:	<u>127603068</u>
Deposit Witness:		Banking Witness:	<u>NB</u>
Deposit \$:	<u>3146.76</u>	Bank Validated \$:	
Completion Time:	<u>12:50p</u>	Bank Validation Time:	
Change Order \$:	<u>Q</u>	Change \$ Received:	<u>Q</u>
Comments:	Comments: _____		

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
15304173	(P)	34131853	(Q)	8:20
15304173	(P)	34131854	(Q)	8:22

PARTNER TIP REMOVAL (weekly)

PARTNER #:	INITIALS:	TIME:
CC WITNESS (mandatory):		
DROP BAG #'S:		

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

*Witness on tip drop removals must be the scheduled cash controller.

STORE COMMUNICATIONS

DAY - WedDATE - 12/15(- 69 \$)

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andrea	5944114	EW	6PM

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Liz	5944113	EW	6PM

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Kristen	59442151	AB	7:14AM
Karen	5944112140	EW	1PM
Leslie	594411114	EW	10PM

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Jeff	59442133	AB	12:30
Sgt	59441133	EW	8PM

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

CHASED

CHASED Special benefits for Chase checking customers! Take advantage of exclusive offers on many Chase products. To learn more visit chase.com/exclusives or talk to a banker today!

My Transaction Summary

Transaction #341
Account Number Ending In: 0515
Checking Deposit \$2,900.43
Cash Amount \$2,900.43

Further review may result in delayed availability of this deposit

CHASED

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9995
Member FDIC, Equal Housing Lender
Please keep your receipt
12/15/2010 17:31

Business Date 12/15/2010
Session #157

Thank you - Williema
Cashbox #06

CHASED

CHASE EXCLUSIVES

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A
CHASE CHECKING CUSTOMER.

TALK TO A BANKER TODAY OR
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CHASE EXCLUSIVESSM**

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A
CHASE CHECKING CUSTOMER.

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$2900.43
DO NOT DISCARD UNTIL REMOVED
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT DATE: 12/15/10

127603070

TranSource®

12/15/10

DATE	DEPOSIT TICKET		
		DOLLARS	CENTS
CURRENCY		2900	43
COIN			
CHECKS		LIST EACH SEPARATELY	
1			
2			
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13			
14			
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16			
17			
18			
19			
20			
DEPOSIT PREPARED BY			
DEPOSIT VERIFIED BY			
PRINT NAME			
DEPOSIT P/B # 127653070			
TOTAL		2900	43
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED			
TOTAL ITEMS		1	
<small>ONE OR TWO OTHER ITEMS ARE REQUIRED FOR DEPOSIT SLIP TO BE COMMERCIAL CODE ON THIS APPLICABLE LOCAL CREDIT CARD VALUABLE FOR IMMEDIATE WITHDRAWAL.</small>			
<input type="checkbox"/> TO REORDER <input type="checkbox"/> L&S 88-750-4345 <input type="checkbox"/> AND REFERENCE <input type="checkbox"/> ORDER # 126519383			

DEPOSIT TICKET

TranSource®

12/19/10

DATE	DEPOSIT TICKET	
CURRENCY	DOLLARS	CENTS
COIN	43	
CHECKS	LIST EACH SEPARATELY	
1		
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DEPOSIT PREPARED BY <i>[Signature]</i>		
DEPOSIT VERIFIED BY <i>[Signature]</i>		
PRINT NAME <i>[Signature]</i>		
DEPOSIT BAG # 127603070		
TOTAL 2900 M 43		\$
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED		
TOTAL ITEMS 1		
TO REORDER CALL 1-888-730-543 AND REFERENCE ORDER #265F9383		
CHECKS AND OTHER PAYMENT INSTRUMENTS RECEIVED FOR CONSIDERATION FOR THIS DEPOSIT ARE HELD AS A PAYMENT ON THE ORDER THEREFORE, THEY ARE NOT AVAILABLE FOR RELEASE UNTIL APPROVAL		

DEPOSIT TICKET

12/19/10 11:56:02 2010 2900 43 127603070

\$ 2900.43

Cash Management Log

Report Store Operating Funds

Signature: _____ \$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller	<i>Giselli Mitchell</i>	Taken By Cash Controller:	<i>Giselli Mitchell</i>
Preparing Deposit:		Date to Bank:	<i>12/15/10</i>
Start Time:	<i>3 PM</i>	Time to Bank:	<i>8:23 PM</i>
Deposit Bag #:	<i>127603010</i>	Deposit Bag #:	<i>127603010</i>
Deposit Witness:	<i>[Signature]</i>	Banking Witness:	<i>[Signature]</i>
Deposit \$:	<i>2900.43</i>	Bank Validated \$:	<i>2900.43</i>
Completion Time:	<i>5:22 PM</i>	Bank Validation Time:	<i>5:37 PM</i>
Change Order \$:	<i>0</i>	Change \$ Received:	<i>0</i>
Comments:			
	Comments:		

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

****Banking Witness** confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1629627	TR	3413860	RJ	8:30
1629627	TM	3413859	RJ	

PARTNER TIP REMOVAL (weekly)			
PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #'S:			

DM VERIFICATION	
DM Signature:	Date Reviewed:
Comments:	

CHASED

CHASED

CHASED

CHASED

Special benefits for Chase checking
customers! Take advantage of exclusive
offers on many Chase products. To learn
more visit chase.com/exclusives
or talk to a banker today!

My Transaction Summary

Transaction #341
Account Number Ending In: 0515
Checking Deposit \$2,900.43
Cash Amount \$2,900.43

Further review may result in delayed
availability of this deposit

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
12/15/2010 17:31

Business Date 12/15/2010
Session #157

Thank you - Williemae
Cashbox #06

EO

CHASE EXCLUSIVES

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A
CHASE CHECKING CUSTOMER

TALK TO A BANKER TODAY OR
VISIT CHASE.COM/EXCLUSIVES

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JPMorgan Chase Bank, N.A. Member FDIC.

**INTRODUCING
CHASE EXCLUSIVESSM**

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A
CHASE CHECKING CUSTOMER

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$2900.43
DO NOT DISCARD UNTIL REMOVED
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT
DATE: 12/12/10

127603070

TransSource

12/15/10

DATE		
DEPOSIT TICKET		
	DOLLARS	CENTS
CURRENCY	2900	43
COIN		
CHECKS	LIST EACH SEPARATELY	
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DEPOSIT PREPARED BY <i>BT</i>		
DEPOSIT VERIFIED BY <i>BT</i>		
PRINT NAME <i>BT</i>		
DEPOSIT PAC # <i>121603070</i>		
TOTAL <i>2900</i> 43		
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED		
ITEMS TOTAL <i>2900</i>		
RECORDED ON DATE <i>12/15/10</i> TO THE DEMANDING OF THE ONE WHO PREPARED THIS TICKET AND APPROVED IT. NOTICE: THIS TICKET IS REFUNDABLE FOR A PERIOD OF ONE MONTH FROM THE DATE OF ISSUE.		
CASHIER REF ID: 70-4435 AND REFERENCE ORDER #6519383		

DEPOSIT TICKET

TranSource®

12/15/10

DATE	
DEPOSIT TICKET	
\$ 2900.43	DOLLARS
	CENTS
CURRENCY	
COIN	
CHECKS <small>LIST EACH SEPARATELY</small>	
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DEPOSIT PREPARED BY <i>[Signature]</i>	
DEPOSIT VERIFIED BY <i>[Signature]</i>	
PRINT NAME <i>[Signature]</i>	
DEPOSIT BAG # 121603070	
TOTAL 2900.43	
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENCODED	
TO REORDER CALL 1-800-504-545 AND REFERENCE ORDER # 2651933	
TOTAL ITEMS <i>1</i>	
DEPOSIT TICKET	

\$ 2900.43

12/15/10

121603070

2900.43

1

Cash Management LogDAY: WED DATE 12/15/10**SAFE COUNT**

NAME	OPEN:	MID 1:	MID 2:		MID 3:		CLOSE:	
SAFE COUNT	START	END	START	END	START	END	START	END
TIME	7:39A	139PM					2 PM	139
\$0.01	21	25					25	23
\$0.05	0	16					16	12
\$0.10	0	20					10	43
\$0.25	130	330					330	300
\$1.00	60	247					250	2180
\$2.00	0	0					0	0
\$5.00	260	980					980	640
\$10.00	110	10					10	40
\$20.00	1220	120					120	500
OTHER \$'s	0	0					0	0
Total Change Fund	1801	1298					1801	1600
# Tills/Total \$	40/200	Active					Active	40/200
# Till Drops	0	38					0	0
Cust. Recov. Cert.	0	0					0	0
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	40	21B					WS	100
Comments:								

Report Store Operating Funds

Signature: _____ \$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep:	Deposit to Bank:
Cash Controller: <u>Giselle Mitchell</u>	Taken By Cash Controller: <u>Giselle Mitchell</u>
Preparing Deposit: <u>Giselle Mitchell</u>	Date to Bank: <u>12/15/10</u>
Start Time: <u>SPM</u>	Time to Bank: <u>5:23 PM</u>
Deposit Bag #: <u>127603010</u>	Deposit Bag #: <u>127603070</u>
Deposit Witness: <u>Banking Witness</u>	Banking Witness: <u>Banking Witness</u>
Deposit \$: <u>2900.45</u>	Bank Validated \$: <u>2900.45</u>
Completion Time: <u>5:22 PM</u>	Bank Validation Time: <u>5:37 PM</u>
Change Order \$: <u>0</u>	Change \$ Received: <u>0</u>
Comments:	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:
Date:
Partner Name:
Register ID
Over/Short \$:
Comments:

PARTNER TILL AUDIT #2

Store Manager:
Date:
Partner Name:
Register ID
Over/Short \$:
Comments:

PARTNER TILL AUDIT #3

Store Manager:
Date:
Partner Name:
Register ID
Over/Short \$:
Comments:

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1629627	RU	34131860	BY	8:30
1629627	SW	34131859	BY	8:30

PARTNER TIP REMOVAL (weekly)

PARTNER #:	INITIALS:	TIME:
CC WITNESS (mandatory):	TIME:	
DROP BAG #':		

DM VERIFICATIONDM Signature: _____ Date Reviewed: _____
Comments: _____

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY - Thursday

DATE - 12/16/15

Tasha (-22.89) ✓
Nathan (-9.25)

Nathan (-9.25)

Nathan (-9.25)

Total OS (-34.01)

REGISTER 1 TOP

PARTNER NAME		DROP BAG #	CC INITIALS	TIME
Jeff	Giselle	9442165 9442161	AB (W)	11:00pm 7:20

REGISTER 1 BOTTOM

REGISTER 1 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC	TIME
CJM	5944213	01	2PM
SAMSON	59442163	02	3PM

REGISTER 2 TOP

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Nathan TROY	SAY42187 SQU42187	h h	13:10 120

REGISTER 2 BOTTOM

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Karen	5944731	WS	120PM
Lasha	5944237	WS	120PM
Tracy	59447189	OO	120

REGISTER 3 TOP

REGISTER 3 BOTTOM

REGISTER 4 TOP

REGISTER 4 BOTTOM

CHASED CHASED CHASED CHASED

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My Transaction Summary

Transaction #259
Account Number Ending In: 0515
Checking Deposit \$2,987.69
Cash Amount \$2,987.69

Further review may result in delayed availability of this deposit

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-835-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
12/17/2010 13:41

Business Date 12/17/2010
Session #103

Thank you - Carlos
Cashbox #01

**RATES
MORE
REWARDS
BIGGER
DISCOUNTS**

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CHASE CHECKING CUSTOMER
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**BETTER
RATES
MORE
REWARDS
BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A
CHASE CHECKING CUSTOMER
TALK TO A BANKER TODAY OR
VISIT CHASE.COM/EXCLUSIVES

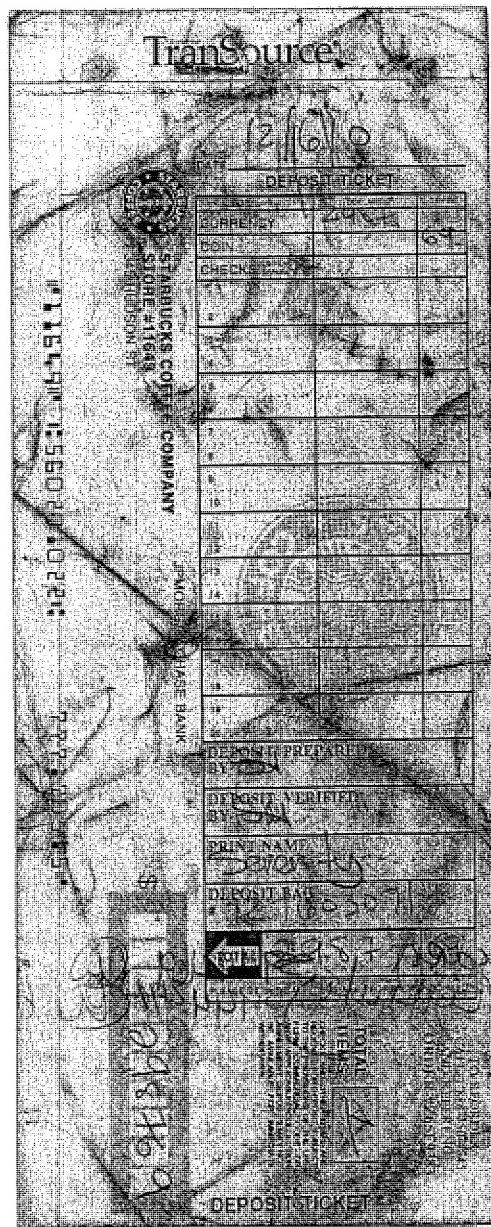
Restrictions and limitations apply.

TransSource

(2/16/0)

DATE		DEPOSIT TICKET	
		2987	69
CURRENCY	COIN		
CHECKS LEFT EIGHT SEPARATELY			
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20			
DEPOSITS PREPARED BY [Signature]		DEPOSITS VERIFIED BY [Signature]	
PRINT NAME Seventy		DEPOSIT BAG # 121603071	
TOTAL 2987.69		TOTAL 2987.69	
PLEASE BE SURE ALL ITEMS ARE PROPERLY INSORBED.			
<small>ITEMS ORDERS AND OTHER ITEMS ARE EXCLUDED FROM THIS RECEIPT FORM COMMERCIAL CODE OR APPLICABLE COLLECTION LAW AVAILABLE FOR IMMEDIATE WITHHELD</small>			
<small>TO REORDER CALL 1-888-JOANS AND REFER TO ORDER #ZSF138</small>			
DEPOSIT TICKET			

2987.69



STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$2984.69
DO NOT DISCARD UPON REMOVAL DATE: 12/16/12
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127603071

Cash Management Log
 DAY Thursday DATE - 12/16/10

SAFE COUNT									
NAME	OPEN	MID 1:		MID 2:		MID 3:		CLOSE	
SAFE COUNT	START	END	START	END	START	END	START	END	
TIME	7:0A.	4:10pm						N:15	7:30
\$0.01	23	19						21	18
\$0.05	12	10						10	4
\$0.10	45	30						50	25
\$0.25	300	200						200	170
\$1.00	21	171						171	133
\$2.00	8	8						8	8
\$5.00	1640	430						430	130
\$10.00	40	140						140	240
\$20.00	500	800						500	1040
OTHER \$'s	0	0						0	0
Total Change Fund	1800	1800						1800	1800
# Tills/Total \$	4/2000	active						Above	46200
# Till Drops	10	SP						0	0
Cust. Recov. Cert.	0							0	0
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	ON
# Tip Bags	10	10B						10	10
Comments:									

Report Store Operating Funds

Signature: _____ \$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller	<u>M. Balbuena</u>	Taken By Cash Controller:	<u>M. Balbuena</u>
Preparing Deposit:		Date to Bank:	12:17
Start Time:	1:55pm	Time to Bank:	1:30pm
Deposit Bag #:	127613071	Deposit Bag #:	127613071
Deposit Witness:		Banking Witness:	
Deposit \$:	2987.69	Bank Validated \$:	2987.69
Completion Time:	2:10pm	Bank Validation Time:	1:41P
Change Order \$:	0	Change \$ Received:	X
Comments:	Droppin scope(busy)	Comments:	—

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME
15304113	CB	34131855		8:20
15304113	CB	34131868		8:20

PARTNER TIP REMOVAL (weekly)

PARTNER #	INITIALS	
CC WITNESS (mandatory)		TIME
DROP BAG #:		

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

*Witness on tip drop removals must be the scheduled cash controller.

STORE COMMUNICATIONS

DAY - 17 DATE - 12/17

REGISTER 1 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Troy	59402189	W	630

REGISTER 1 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Carri	5944290	Q1s	3pm
Serenity	5944291	Q1	6:30

REGISTER 2 TOP		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Nathan	59442171	SW	1050a
Tasha	59442175	SW	330p
Samson	59442201	CH	820

REGISTER 2 BOTTOM		TILL DROP LOG	
PARTNER NAME	DROP BAG #	CC INITIALS	TIME
LIZ	59442181	(P)	437

REGISTER 4 BOTTOM		TILL	DROP	LOG
PARTNER NAME	DROP BAG #	CC INITIALS	TIME	

CHASED
CHASED
CHASED
CHASED
CHASED

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My Transaction Summary

Transaction #166
Account Number Ending In: 0515
Checking Deposit \$2,910.99
Cash Amount \$2,910.99

Further review may result in delayed availability of this deposit

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
12/17/2010 14:14

Business Date 12/17/2010
Session #70

Thank you - Williema
Cashbox #06

4B

RESTRICTIONS AND LIMITATIONS APPLY
JPMorgan Chase Bank, N.A. Member FDIC.

INTRODUCING
CHASE EXCLUSIVESSM

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

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INTRODUCING
CHASE EXCLUSIVESSM

**BETTER
RATES**

**MORE
REWARDS**

BIGGER

TranSource®

12/22/10

DATE _____		
DEPOSIT TICKET		
CURRENCY	DOLLARS	CENTS
CUR	2910	99
COIN		
CHECKS LIST EACH SEPARATELY		
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DEPOSIT PREPARED BY <i>[Signature]</i>		
DEPOSIT VERIFIED BY <i>[Signature]</i>		
PRINT NAME <i>Severity</i>		
DEPOSIT BAG # 127603072		
TOTAL 2910		99
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.		
ITEMS 1		TO REORDER CALL 1-887-504345 AND REFERENCE ORDER #Z6579383
DISPOSE OF OR RETURN TO THE MANUFACTURER OR THE DISTRIBUTOR FOR RECYCLING IF UNWANTED REMOVABLE COLLECTION BOXES ARE AVAILABLE FOR THIS ITEM		
DEPOSIT TICKET		

291091